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Executive Secret

13-9689

APR 28 1953

TO : Deputy Director (Administration)

FROM : Assistant Director, Current Intelligence

SUBJECT: Request for Increase in Authorized Table of Organization

1. PROBLEM.--To adjust the authorized Table of Organization for the Office of Current Intelligence by adding five positions and, further, by making an adjustment to a position already approved. (See Tab A)
2. FACTS.--The authorized Table of Organization for the Office of Current Intelligence is [REDACTED]
3. DISCUSSION.--The additional five positions and the upgrading of one position requested, with justifications, are as follows:

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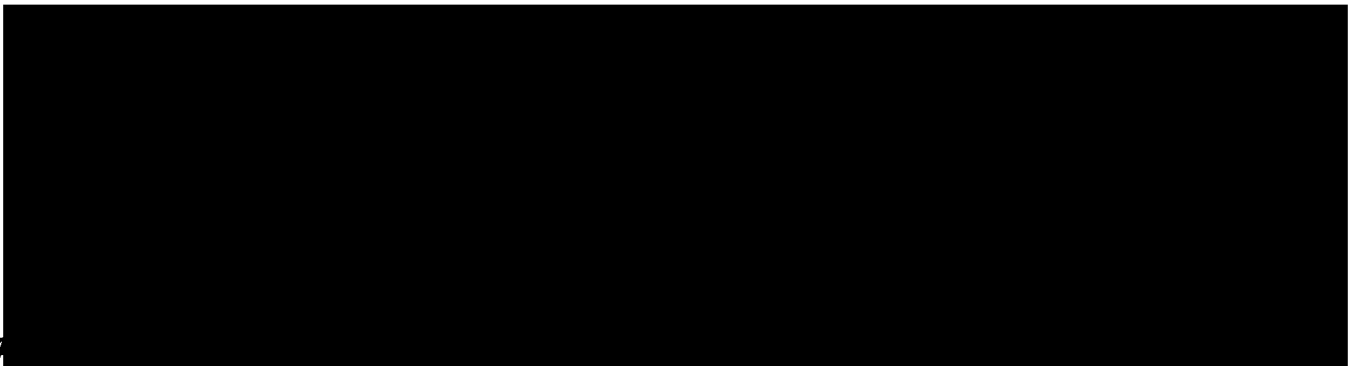
PUBLICATIONS BOARD - (Increase of 1 position)

(1) One additional Publications Officer, GS-12 for the Editorial Branch. With an additional editor, attention can be given to briefing papers and intelligence notes which are not now passing through the branch. It will also enable this office to improve the quality of present publications.

SITUATION ROOM DIVISION - (Increase of 2 positions)

(1) Two additional Illustrators (General), GS-9 and the upgrading of position H329, Illustrator (General - Supervisor), from GS-12 to GS-13 in the Technical Branch. The Branch has recently been requested to provide complete graphic support for additional briefing commitments outside the Office of Current Intelligence and the Agency. There are also numerous special requests such as graphics for briefings at the Strategic Intelligence School, special briefings for departing or visiting ambassadors, and graphic support for the OCI Strategic Divisions. In addition, current and anticipated demands, especially in connection with Intelligence Handbooks which will be maintained by the division, will also increase the graphics requirements of the branch. Furthermore, it is anticipated that OCI's general commitments will increase.

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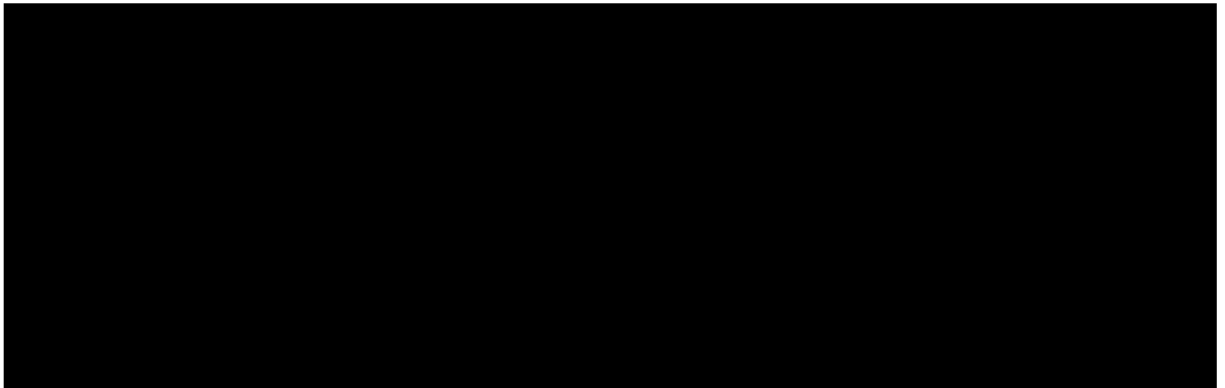


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EXCLUDED INFORMATION

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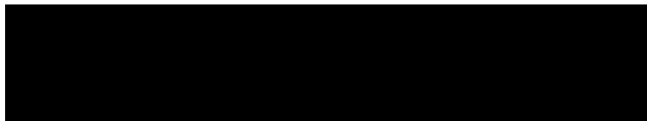
4. CONCLUSION.--That the authorized Table of Organization for OCI be increased by five positions and upgrading of one position be accomplished as outlined above.
5. ACTION RECOMMENDED.--That the changes listed under paragraph 3 be approved, with no increase in ceiling.

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HUNTINGTON D. SHELDON

FOIAb3b
CONCUR:



ew Deputy Director (Intelligence)

DATE

1 May 53

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TAB

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TAB

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Approved For Release 2000/04/14 : CIA-RDP80-03568A000600140010-9

18 May 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Increase in T/O - Office of Current Intelligence

1. The subject proposal provides for an increase of five positions and the upgrading of one GS-12 position to GS-13 in three segments of the Office of Current Intelligence, with a resultant increase in T/O from [REDACTED] positions.

25X9A2

2. The increases include 1 GS-12 Publications Officer in the Publications Board, 2 GS-9 Illustrators (General) and the upgrading of position H329 Illustrator (General-Supervisor) from GS-12 to GS-13 in the Situation Room Division and 1 GS-14 Intelligence Officer in the [REDACTED] Division.

25X1A6a

3. It is indicated that the need for the increase of five positions and the upgrading of 1 position is due to heavier workload, additional requirements placed on the Divisions and the necessity to provide coverage in certain critical areas.

4. Following is a comparison of current and proposed T/O's for the Publications Board, Situation Room Division [REDACTED]

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25X9A2

<u>Publications Board</u>	Current T/O	Proposed	+ -
Chairman	[REDACTED]	[REDACTED]	
Editorial Branch			+ 1
Secretariat			
Totals			+ 1
<u>Situation Room Division</u>			
Chief	[REDACTED]	[REDACTED]	
Planning & Coordination Br.			
Technical Branch			+ 2
Totals			+ 2

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5. The total cost of the above positions on an annual basis would be \$28,080. However, as a total of [REDACTED] positions have been approved for fiscal year 1954, it would appear that the cost of these positions can be absorbed within the fiscal year 1954 budget; if the proposal is approved. The current (\$5,564) and "in budget" average salary of \$5,656 and present ceiling of [REDACTED] are not affected by this proposal. 25X9A2

6. A summary tabulation of the current and proposed T/O is attached.

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for E. R. SAUNDERS
Comptroller

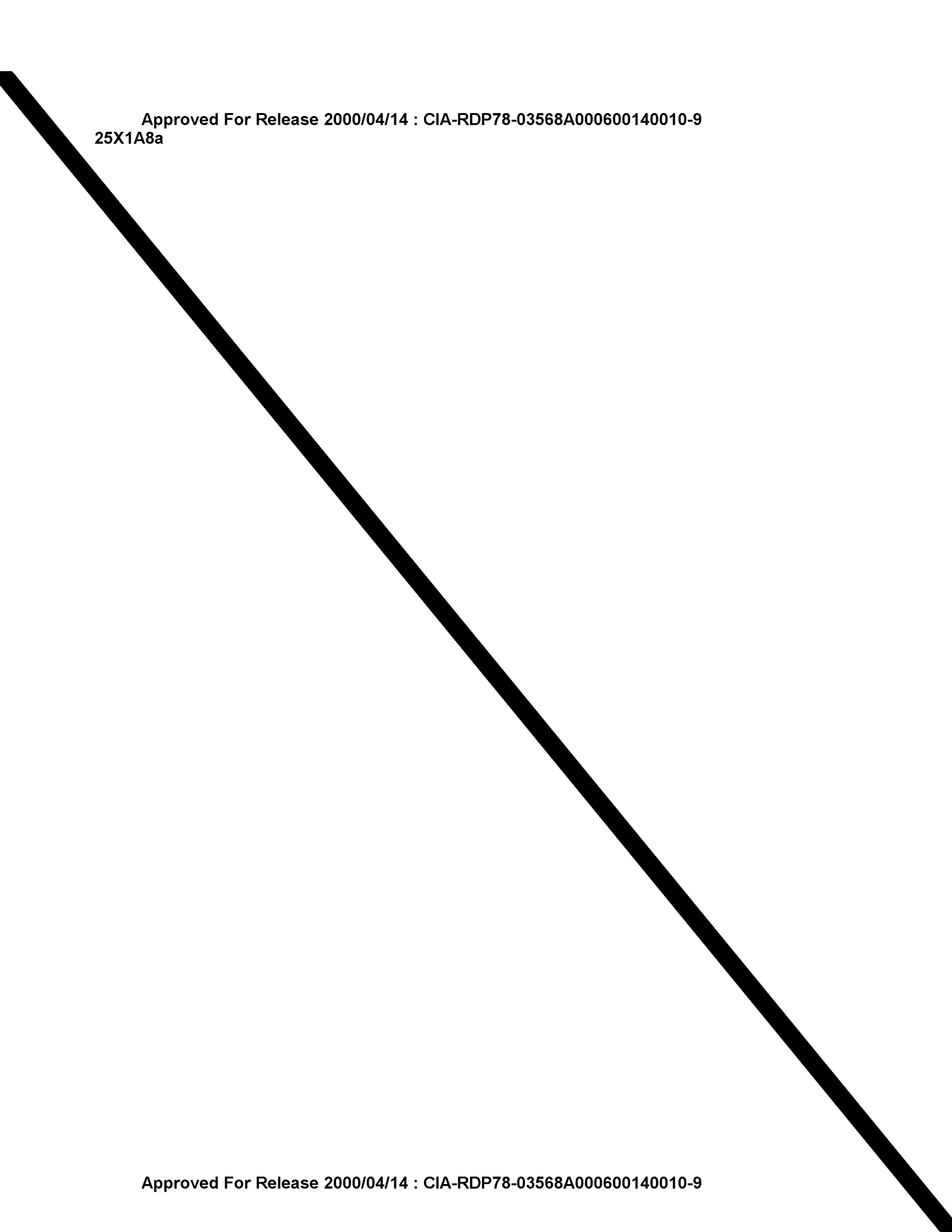
Attachment

*CEILING CHANGED PER TELEPHONE CONVERSATION WITH COMPTROLLER'S OFFICE / *PLS* 6/29/53

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